



**United States District Court
District of Minnesota**

EMPLOYMENT OPPORTUNITY

Position:	Financial Support Technician (Temporary Indefinite full-time position, Excepted Service; annual appointment subject to funding)
Location:	District of Minnesota Minneapolis
Salary Classification:	CL 24 Range: \$33,228 - \$54,003
Starting Salary:	Depending on Qualifications
Closing Date:	Position open until filled. Preference given to resumes received by Monday, September 24, 2007 at 5 p.m.

Overview of the District of Minnesota

The U.S. District Court, District of Minnesota, serves the 87 Minnesota counties. The District has four staffed divisional offices located in Minneapolis, St. Paul, Duluth and Fergus Falls. There are 7 authorized district judges, 4 senior district judges, 6 authorized magistrate judges and a Clerk's Office staff of over 60 employees.

Introduction:

This position is located in the Clerk's Office in the Minneapolis Courthouse of the U.S. District Court for the District of Minnesota. The incumbent serves as a Financial Support Technician in the Minneapolis Division and provides support to the financial operations of the clerk's office and maintains required accounting records. The incumbent reports to the Financial Services Manager. This position is subject to funding on a year to year basis. Based on current data, the position is expected to be funded through September 30, 2008. It may be renewed thereafter.

Representative Duties:

- ☐ Reconciles Mailed Check Log
- ☐ Maintains Return Check Log
- ☐ Creates and sends restitution letters
- ☐ Mails checks out
- ☐ Files vouchers and financial reports
- ☐ Enters journal documents for Registry Interest in the financial accounting system (FAS4T)
- ☐ Researches victim addresses
- ☐ Updates victim address and information
- ☐ Responds to case inquiries from other agencies, victims, defendants, etc.
- ☐ Sets up PLRA Cases in FAS4T
- ☐ Sends "Paid in Full" notices to Bureau of Prisons
- ☐ Sends Non Sufficient Funds check letters
- ☐ Maintains Non Sufficient Funds check Log
- ☐ Maintains Non-Cash Collateral Log
- ☐ Prepares bills for tenants' phone switch
- ☐ Performs restitution research
- ☐ Enters payment authorization for juror meals, parking and lodging
- ☐ Enters payment authorization for reimbursement: professional liability insurance, internet access, etc.
- ☐ Provides special report to the Clerk for the non-appropriated account
- ☐ Prepares Purchase Card Report
- ☐ Prepares Eighth Circuit CJA Report
- ☐ Certifies Form N-4- Infoweb (naturalizations)
- ☐ Monitors open balances and sends out past-due notices for phone invoices
- ☐ Dockets registry/bond receipts on a monthly basis
- ☐ Prepares jury snack vouchers
- ☐ Special duties as assigned

Qualifications:

- ☐ Good attention to detail
- ☐ Skill and accuracy in maintaining records and preparing reports
- ☐ Ability to maintain confidentiality
- ☐ Ability to prioritize tasks and adjust priorities as needed
- ☐ Good communication skills
- ☐ Good customer service skills
- ☐ Good organizational skills
- ☐ Take direction from others
- ☐ Keyboarding skills
- ☐ Knowledge of and ability to learn word processing, spreadsheets and the internet
- ☐ BA preferred

Benefits:

Employees of the U.S. District Court are not classified under Federal Civil Service, but are entitled to similar benefits. These benefits include participation in the retirement system, health and life insurance programs, holiday and leave accrual, and periodic salary increases.

Qualified candidates may send or e-mail resume with cover letter to:

U.S. District Court
Attn: Human Resources Manager
U.S. Courthouse
300 South Fourth Street, Suite 202
Minneapolis, MN 55415
hr-usdc@mnd.uscourts.gov

The United States District Court requires employees to adhere to a Code of Ethics and Conduct Policy. U.S. or allied country citizenship is required. A background check is required.

The Court is an Equal Opportunity Employer